

## **ASSISTANT GOLF PROFESSIONAL II**

**General Statement of Duties** Under the supervision of the Golf Professional performs administrative and supervisory work at Dodge Park or Westwood Golf Courses.

**Distinguishing Features of the Class:** An employee in this is a contract employee and class is responsible for the operation of the municipal golf course clubhouse including the receiving of fees, the preparation of reports, and general supervision of temporary employees. Work is performed under general supervision.

### **Areas of Accountability:**

1. Supervise and coordinates the activities of a group of temporary employees to assure the completion of tasks.
2. Prepares reports.
3. Instructs subordinates on proper work procedures
  - Orients new employees
  - Safety
  - Work rules
4. Maintains open communication with employees and supervisor.
5. Maintains proper relations with the public.

**Required Knowledge, Skills and Abilities:** Good knowledge of golf course operation; ability to plan and direct work of others; ability to instruct in proper techniques of golf; ability to cooperate with and interpret golf philosophies to private groups and agencies and the general public; able to develop and maintain effective relationships with subordinates and to promote and maintain high morale and enthusiasm; good judgement; good physical condition.

**Acceptable Experience and Training:** Prefer the registered P.G.A. apprentice with a minimum of two years experience in golf course operation. Any combination of experience and training which provides the required knowledge, skills and abilities.

## **ASSISTANT GOLF PROFESSIONAL II** (Westwood)

**General Statement of Duties:** Under supervision of the Golf Professional/Supervisor, performs administrative and supervisory work at Westwood or Dodge Park Golf Courses.

**Distinguishing Features of the Class:** An employee in this class is a contract employee and is responsible for the operation of a municipal golf course clubhouse, including the receiving of fees, the preparation of reports and general supervision of temporary employees. Work is performed under general supervision.

### **Areas of Accountability:**

1. Takes responsibility of the cash control program at Westwood.
2. Supervises and coordinates the activities of a group of temporary employees to assure the completion of task.
3. Prepares reports.
4. Instructs subordinates on proper work procedures.
  - Orients new employees
  - Safety
  - Work rules
5. Maintains open communication with employees and supervisor.
6. Maintains proper relations with the public.

**Required Knowledge, Skills and Abilities:** Good knowledge of golf course operation; ability to plan and direct work of others; ability to instruct in proper techniques of golf; ability to cooperate with and interpret golf philosophies to private groups and agencies and the general public; able to develop and maintain effective relationships with subordinates and to promote and maintain high morale and enthusiasm; good judgement; good physical condition.

**Acceptable Experience and Training:** Prefer a registered P.G.A. apprentice with a minimum of two years experience in golf course operation.